

**STATE OF WISCONSIN
STATE ACCOUNTING MANUAL**

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ENCUMBRANCE AND EXPENDITURE REPORTS

WiSMART produces reports which facilitate the processing and tracking of encumbrances and expenditures. These reports have different purposes and are used at different times throughout the purchasing cycle. Some of these reports are available to agencies. The others are only available by request. Agencies should contact the State Controller's Office (SCO) to request additional reports. A brief review of these reports follows:

Encumbrance Reports

Report A10B: Detail Listing of Obligations vs. Budget Agency Accessible: YES

This report shows encumbrances, expenditures and total obligations against the current budgeted amounts. Encumbrances and expenditures are summed to the object level.

Report A640: Purchase Order Activity Listing By PO Agency Accessible: NO

This report shows a listing of purchase orders which are open or have been closed for one accounting period. The date on which the PO was entered into WiSMART, the date on which the PO was closed, the PO amount and the closed amount of the PO are included on this report. The information on this report could also be obtained through an on-line inquiry.

Report E641: Aged Open Purchase Orders by Vendor and PO Agency Accessible: NO

This report lists all open purchase orders (POs) and vendor purchase orders (PDs) for an agency by vendor name. It indicates how long PDs and POs have been in WiSMART, for up to twenty-four months. The purchase order amount is also given.

Report A643: Scheduled Purchase Order Report Agency Accessible: NO

This report lists all POs which are to print centrally during the nightly batch cycle.

Report A644: Purchase Order Register Agency Accessible: NO

This report lists all of the POs which were printed centrally in the nightly batch cycle.

Report E644: Purchase Order Register Agency Accessible: NO

This report lists all vendor purchase orders which were printed centrally in the nightly batch.

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Report A645/E647: Printed Purchase Order

Agency Accessible: YES

Intra-governmental purchase orders and purchase orders to outside vendors will be printed on this document. The printed purchase order contains header, accounting line, and commodity line information pertaining to a purchase. An agency should review the purchase orders prior to mailing them to the vendors.

Report T035: Open Purchase Order Header Report

Agency Accessible: NO

This report contains the contents of the Open Purchase Order Header Table (OPOH). Agencies can receive this report on request.

Report T055A: Vendor Table

Agency Accessible: NO

This report shows the contents of the Vendor Table in alphabetical order by vendor name. The report lists the vendor's name and address, contact person, the amounts paid to the vendor during the last calendar and fiscal years, and the last date the vendor was paid. Agencies can receive this report on request.

Expenditure Reports

Report A650: Payment Voucher Activity Detail Listing by Voucher

Agency Accessible: NO

This report shows a listing of payment vouchers which are open or have been closed during the latest accounting period in WiSMART. The date on which the PV was closed, the PV amount, and the closed amount of the PV are included on this report. This information is also available through on-line inquiry.

Report A651: Aged Open Payment Vouchers

Agency Accessible: NO

This report shows all open payment vouchers within an agency, by vendor. The length of time for which the PV has been open, between zero and over twenty-four months, can be found on this report.

Report T039: Open Voucher Header Table

Agency Accessible: NO

This report shows all of the payment vouchers in the Open Voucher Header Table. All vendor payment vouchers will show up on this table. Agencies can receive this report on request.

Travel Advance Report

Agency Accessible: YES

This report shows State employees who either have a current outstanding travel balance or travel advance activity for a given month. This report will list beginning monthly balance, ending monthly balance and travel advance detail activity, if any, that is applicable to an employee for the given month.

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Report A68A: Cash Disbursements Report

Agency Accessible: NO

This report lists cash disbursements for a given period within fund, cash account and bank account. The payee name, the amount of the check and the amount disbursed are also given.

Report A655: Scheduled Payment Turnaround Report

Agency Accessible: NO

This report shows outstanding payment vouchers which fulfill the auto disbursement creation criteria and are not on hold. Payment voucher line detail and totals by vendor are shown. The checks on this report should be printed in the next batch cycle.

Report A656: Unscheduled Payment Turnaround Report

Agency Accessible: NO

This report shows all outstanding vendor payment vouchers in WiSMART which are on hold or whose parameters prevent a check from being cut in the nightly batch cycle.

Report A657: Voucher Payment Check Register

Agency Accessible: YES

Agencies can use this report to identify payment vouchers which were printed.

Report A658: Discounts Taken/Lost Report

Agency Accessible: NO

This report lists the discounts taken and lost during the most recent disbursements cycle due to the timing of the payments. Vendor payment vouchers and manual warrants are listed on this report.

Report 1099: Vendor Control Report

Agency Accessible: NO

This annual report shows all income which will be reported to the IRS by vendor and income type. This report is for internal use only.

Report 1099- Miscellaneous Statement

Agency Accessible: NO

Each vendor will be sent a 1099-Miscellaneous Statement which shows what types and how much of each type of 1099 miscellaneous income was paid to the vendor by the State of Wisconsin.
